READY, SET, ENROLL!



Enrollment Action Checklist

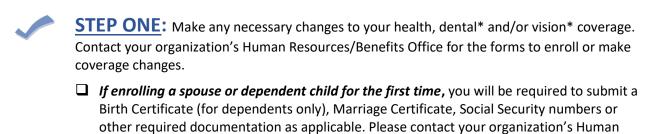
Participating Groups

2023 Open Enrollment Period: May 1 - 17, 2023 Coverage Effective Date: July 1, 2023

All the information you need to help you prepare for and complete Open Enrollment is located on the Statewide Benefits Office (SBO) website: de.gov/statewidebenefits > select "Open Enrollment."



ACTIVELY PARTICIPATE in Open Enrollment between May 1 – 17, 2023 by completing these two simple steps:



submitted and with any questions.

If enrolling a dependent child for the first time, complete a Dependent Child Coordination of Benefits (DCOB) Form only if you are newly enrolling a dependent(s) on your health plan (Aetna or Highmark Delaware) for July 1, 2023 and the dependent(s) have other health coverage. The DCOB Policy and Form are located on the SBO Website.

Resources/Benefits Office to obtain information on how documentation should be

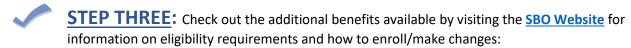
☐ If enrolling in a HMO (Aetna or Dominion National) plan, you are required to select a primary provider for you and your covered dependents. Be sure to confirm the provider participates in the plan's network and is accepting new patients prior to enrolling.

*Please note that plan options may vary. Contact your HR/Benefits Office for details.



STEP TWO: Complete the online **Spousal Coordination of Benefits Form** if you will be covering your spouse under a Highmark Delaware or Aetna health plan as of July 1, 2023.

Failure to submit a new form each year will result in a reduction of spousal health benefits.



- ☐ University of Delaware Employees ONLY Accident & Critical Illness Insurance
- ☐ Delaware Solid Waste Authority (DSWA) Employees ONLY State Group Universal Life Insurance



Where You Can Learn More:

There are several tools on the <u>SBO Website</u> to help you actively participate in Open Enrollment and be a wise healthcare consumer:

- → Online Course 2023 Open Enrollment Guide provides helpful information and resources.
- Spousal Coordination of Benefits Form Self-Service Guide Document provides step-by-step guidance in navigating and completing the Spousal Coordination of Benefits Form.
- Health/Dental/Vision Plan Comparison Charts Three documents provide a side-by-side comparison of the health plans, dental plans, and vision plans offered by the State of Delaware.
- → And More! Access plan booklets, highlights, rates, benefit vendor informational videos, etc.

Have questions about Open Enrollment or your benefits?

Contact your organization's Human Resources/Benefits Office.

You can also contact the State of Delaware Statewide Benefits Office (SBO) at 1-800-489-8933 or benefits@delaware.gov.